

## WELCOME TO U.G. ONLINE APPLICATION & ADMISSION PORTAL

### Follow the Steps Below for Application and Admission

আবেদন এবং ভর্তির জন্য নিচের পদক্ষেপ গুলো অনুসরণ করুন

SL. No.	Procedure for fresh application to admission (at a glance)
Steps-01	Go to Home Page of Admission Portal and Follow all <b>instruction, News &amp; Notice</b> before apply.
Steps-02	Keep ready <b>softcopy of all relevant documents</b> as per instruction of institute.
Steps-03	Visit <b>Form Fillup</b> Menu to Register your new application form.
Steps-04	After submitting the application, write down the <b>form number and acknowledgement number</b> or download or check the SMS.
Steps-05	Click on Login bottom to visit applicant dashboard for <b>upload documents &amp; print application form.</b>
Steps-06	Check merit list publication date then see <b>merit list</b> on that particular date. (See important dates or notice option for dates of merit list)
Steps-07	After merit list published then check <b>admission list</b> (See notice for admission date schedule).
Steps-08	Check admission/e-counseling list periodically for call details, <b>get admission within due date</b> after seeing your name in admission list or receiving SMS.
Steps-09	Login to your dashboard and check proper subject combination and <b>pay your admission fees.</b>
Steps-10	After admission fees payment then download <b>Admission payment receipt.</b>
Steps-11	See picture from below image steps for <b>Course or combination change</b> and <b>admission cancel</b>
Steps-12	This admission process will be finally completed only after <b>verification of eligible documents</b> by institute authority. (follow the college website to know the verification date or documents).

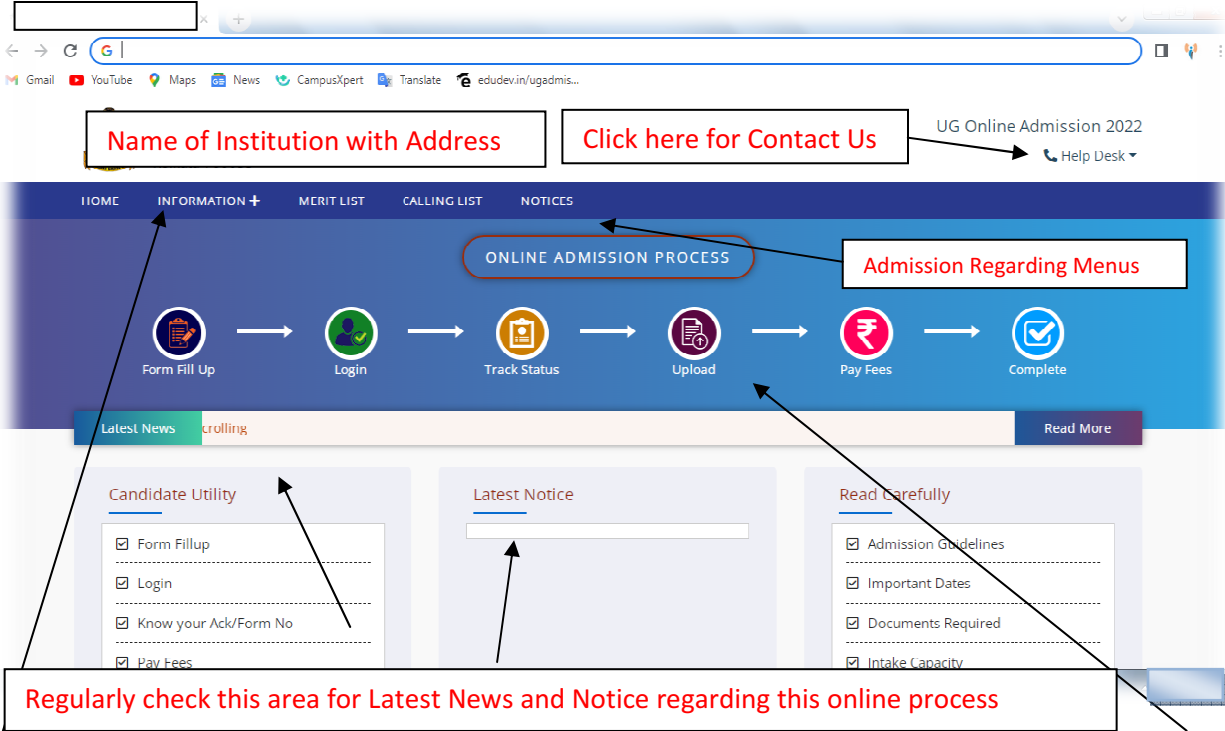
ক্রমিক সংখ্যা	ভর্তির জন্য নতুন আবেদনের পদ্ধতি (এক নজরে)
পদক্ষেপ-০১	ভর্তি পোর্টালের হোম পেজে যান এবং আবেদন করার আগে সমস্ত নির্দেশাবলী, সংবাদ এবং বিজ্ঞপ্তি অনুসরণ করুন।
পদক্ষেপ-০২	ইনস্টিটিউটের নির্দেশ অনুসারে সমস্ত প্রাসঙ্গিক নথির সফটকপি প্রস্তুত রাখুন।
পদক্ষেপ-০৩	আপনার নতুন আবেদনপত্র রেজিস্টার করতে ফর্ম ফিলআপ মেনুতে যান।
পদক্ষেপ-০৪	আবেদন জমা দেওয়ার পরে, ফর্ম নম্বর এবং স্বীকৃতি নম্বর লিখুন বা ডাউনলোড করুন বা এসএমএস চেক করুন।
পদক্ষেপ-০৫	নথি আপলোড করতে এবং আবেদনপত্র মুদ্রণের জন্য আবেদনকারীর ড্যাশবোর্ডে যেতে লগইনএর নীচে ক্লিক করুন।
পদক্ষেপ-০৬	মেধা তালিকা প্রকাশের তারিখ পরীক্ষা করুন তারপর সেই নির্দিষ্ট তারিখে মেধা তালিকা দেখুন। (মেধাতালিকা সময়সূচীর জন্য বিজ্ঞপ্তি দেখুন)।
পদক্ষেপ-০৭	মেধা তালিকা প্রকাশিত হওয়ার পরে ভর্তির তালিকা পরীক্ষা করুন (ভর্তি তারিখের সময়সূচীর জন্য বিজ্ঞপ্তি দেখুন)।
পদক্ষেপ-০৮	ভর্তি/ই-কাউন্সেলিং তালিকাটি পর্যায়ক্রমে কলের বিবরণের জন্য দেখুন, ভর্তির তালিকায় আপনার নাম দেখার পরে বা এসএমএস পাওয়ার পরে নির্ধারিত তারিখের মধ্যে ভর্তি হন।
পদক্ষেপ-০৯	আপনার ড্যাশবোর্ডে লগইন করুন এবং সঠিক বিষয় সমন্বয় পরীক্ষা করুন এবং আপনার ভর্তি ফি প্রদান করুন।
পদক্ষেপ-১০	ভর্তি ফি প্রদানের পর ভর্তির রসিদ ডাউনলোড করুন।
পদক্ষেপ-১১	কোর্স বা সমন্বয় পরিবর্তন এবং ভর্তি বাতিলের জন্য নীচের চিত্র পদক্ষেপগুলি থেকে ছবি দেখুন।
পদক্ষেপ-১২	ইনস্টিটিউট কর্তৃপক্ষ দ্বারা যোগ্য নথি যাচাই করার পরেই এই ভর্তি প্রক্রিয়াটি শেষ পর্যন্ত সম্পন্ন হবে। (যাচাইয়ের তারিখ বা নথিগুলি জানতে কলেজের ওয়েবসাইট অনুসরণ করুন)।

# Details Procedure of Application and Admission with Picture

ছবিসহ সম্পর্গ আবেদন ও ভর্তি পদ্ধতি

## Phase:1 (Application Form Fillup)

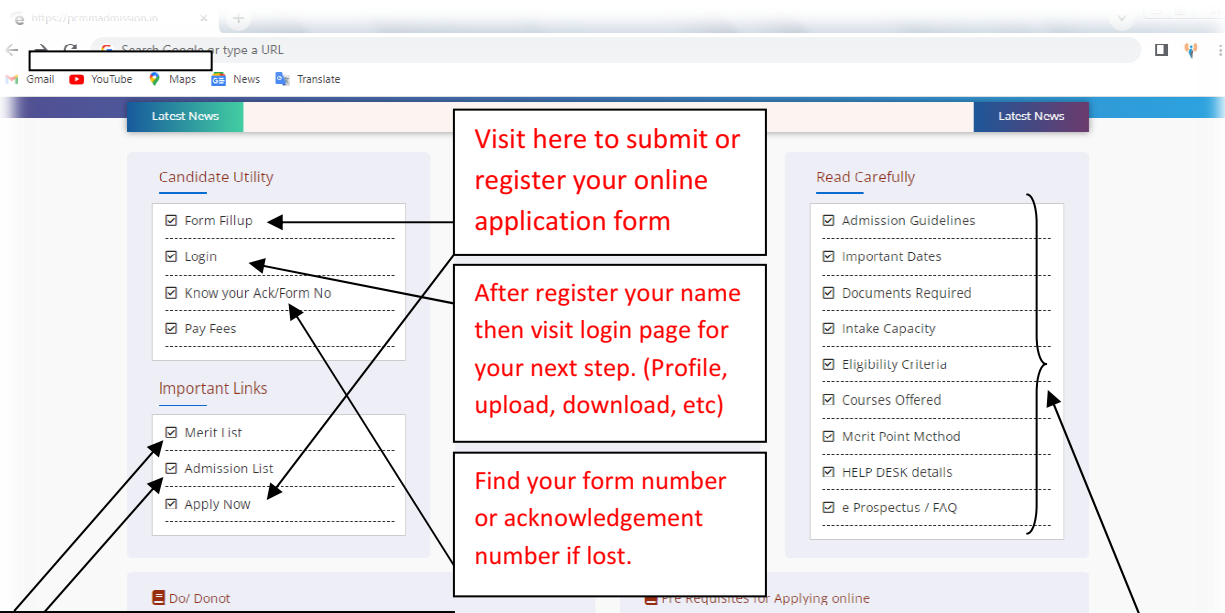
### 1. This is Home Page of Online Application & Admission Portal.



Check the name of the institution for which you are applying.

Follow Steps of full process

### 2. Home Page for Application, Admission, Candidate Login, List, Status, Instruction



Check your merit list for merit point or admission list for take admission

Verify all parts of this area before application form submit

### 3. Home Page for very important instruction

The screenshot shows a website home page with several sections. At the top, there are navigation links for 'Gmail', 'YouTube', 'Maps', 'News', and 'Translate'. Below this, there are two main content areas. The left area is titled 'Do/Donot' and contains a list of instructions: 'Don't use mobile and slow internet to pay the fees.', 'Never reveal your ack no and DOD to any one.', 'Upload your documents as per specification.', 'Once admitted, no admission fees are refund.', 'Read the all informations/instructions carefully.', 'For any queries please contact the college help no.', 'Keep your printed receipt/ack no in safe custody.', and 'Keep your computer free of malware/Virus.'. The right area is titled 'Pre Requisites for Applying online' and contains a list of requirements: 'A valid Email ID', 'A valid Mobile no (OTP will be sent to this no.)', 'A colour photograh with maximum size 50 KB.', 'Scan copy of HS marksheet in JPEG format.', 'Scan copy of SE Admit Card in JPEG format.', 'Scan copy of Caste Certificate (if applicable) in JPEG format.', and 'Scan copy of PWD Certificate (if applicable) in JPEG format.'. At the bottom of the page, there are two callout boxes: 'What to do and what not to do' pointing to the 'Do/Donot' section, and 'Precaution before submit your application' pointing to the 'Pre Requisites for Applying online' section.

What to do and what not to do

Precaution before submit your application

### 4. Home Page for new application apply

The screenshot shows a website home page for a new application. At the top, there is a navigation bar with 'Gmail', 'YouTube', 'Maps', 'News', and 'Translate'. Below this, there is a large blue banner with the text 'ONLINE ADMISSION PROCESS' and a flow diagram showing the steps: 'Form Fill Up' (with a pencil icon), 'Login' (with a person icon), 'Track Status' (with a document icon), 'Upload' (with a document icon), 'Pay Fees' (with a rupee icon), and 'Complete' (with a checkmark icon). Below the banner, there are three main content areas: 'Candidate Utility' with links for 'Form Fillup', 'Login', 'Know your Ack/Form No', and 'Pay Fees'; 'Latest Notice' with a search bar; and 'Read Carefully' with links for 'Admission Guidelines', 'Important Dates', 'Documents Required', 'Intake Capacity', 'Eligibility Criteria', 'Courses Offered', and 'Merit List Method'. At the bottom of the page, there is a callout box with the text: 'At first click on Form Fillup button for New Application submit or Fresh Register your name. Then see next page.' The 'Form Fillup' button in the 'Candidate Utility' section is highlighted in blue.

At first click on **Form Fillup** button for New Application submit or Fresh Register your name. Then see next page.

## 5. New Application page : Submit OTP and put your H.S. or 10+2 marks details

The screenshot shows a web application interface with the following sections:

- Your Contact No (সংযোগ নম্বর):** Includes a field for 'Mobile No/ (সংযোগ)' and a 'Generate OTP' button. An arrow points to the button with the text 'Type OTP from mobile'.
- Your Basic Information (মৌলিক তথ্য):** Includes dropdown menus for 'Year of Passing (কর্তৃপক্ষ)', 'Reservation/ Vertical (সংরক্ষণ)', and 'Board (বোর্ড)'. A callout box on the right says 'Select & enter your Passing year, Reservation, Board and H.S. or 10+2 Result marks be carefully'.
- Last Examination Marks Details (সর্বশেষ পরীক্ষার ফলাফল):** A table with columns for 'Subject', 'Theory' (Marks Obtained, Full Marks, Pass Marks), 'Practical / Project' (Marks Obtained, Full Marks, Pass Marks), and 'Total'. The table contains 6 rows, with the first row filled with 'English (Second Language)' and 'Dengali'. A callout box on the left says 'Enter your own mobile number and click on Generate OTP button to get OTP message.'

## 6. New Application page : Chose your subject combination and click on add bottom

The screenshot shows a web application interface for selecting subject combinations. It features two sections:

- Section 1:** Includes dropdowns for 'Section' (BA (Honours)), 'Core Course' (Political Science), 'Generic Elective [For Sem 1 & 2]' (Bengali), and 'Generic Elective 1' (Education). Below these are 'AECC1' (Bengali) and 'AECC2' (English) dropdowns, followed by an 'ADD' button. A table below shows the selected combination: 'BA (Honours)-Bengali(CC),English(GE),Political Science(GE),Bengali(AECC1),English(AECC2)' with code '111011141516' and a 'delete\_forever' button.
- Section 2:** Includes dropdowns for 'Section' (BA (Programme)), 'Core Course 1/DSC 1' (Geography), 'Core Course 2/DSC 2' (Bengali), and 'Generic Elective 1' (Political Science). Below these are 'AECC1' (Bengali), 'AECC2' (ENVS), 'LCC1' (BNGL), and 'LCC2' (ENGL) dropdowns, followed by an 'ADD' button. A table below shows the selected combination: 'BA (Programme)-Bengali(CC),English(CC),Political Science(GE),Bengali(AECC1),ENVS(AECC2),BNGL(LCC1),ENGL(LCC2)' with code '1410111417181920' and a 'delete\_forever' button.

Callouts include: 'Choose Section and subject combination and also click on add button to fill new section and ...' on the left, 'You can add many combination in this way up to the limit set by the college. After verify all pages then click on next bottom.' on the right, and 'Click on next for new page' pointing to a 'NEXT' button at the bottom.

## 7. New Application page : Select and submit your general information

**Personal Details**

Applicant Name*	Date of Birth*	Gender*	
Sritama Das	01 January 1966	Female	
Blood Group	Marital Status	Mother Tongue	
Undefined	Unmarried	Bengali	
Religion*	Nationality*	Single Girl Child	
Hinduism	Indian	Yes	
Physically Challenged*	Disability Percentage	Email*	
No	0	das362@gmail.com	
Father's Name*	Father's Qualification*	Father's Occupation*	
Suma Das	Bachelors	Govt. Service	
Mother's Name*	Mother's qualification*	Mother's Occupation*	
Sima Das	Bachelors	Housewife	
Guardian Name*	Relationship with Guardian	Guardian's Mobile*	Guardian's Email
	Father	9051059597	ahr@gmail.com
Annual Income*	Income Status	Card No	
100	NPL Card Holder	2362	

Put your general information be carefully including valid Email Id, Aadhar number & date of birth.

## 8. New Application page : Put your communication and H.S. or 10+2 details and final submit

**Present Address Details**

Address Line 1 *	Address Line 2	Post Office *	
1/2 Main Road	MGM	MGM	
Block/Municipality/Corporation	Police Station *	Pincode *	Area Status
Kolkata	MGM	700131	Urban
Country *	State *	District *	
India	West Bengal	Alipurduar	

**Last Examination Details**

School/College*	Instruction Medium	
MGM Girls School	Bengali	
Registration No*	Roll No*	Grade*
13698	9686	1st

**Declaration**

I, hereby declare that, I agree to abide by the rules and regulations of College and also to the decision of the authority, regarding my eligibility for admission at the desired course. I have noted that the Authority has the right to withhold my application or cancel the application as may be deemed fit in the event of any of the statements made above being found incorrect. I shall not involve myself or allow anyone to be involved in any kind of ragging. I shall attend at least 60% classes held if I get admitted in this college.

Enter your Communication details and previous school details

Click on Submit button to register your all information in online admission portal. Please check all data carefully before final submission. Press back button to go to previous page.

After submission collect Form no. & Ack. No from next page

## 9. Applicant Login page : Note your acknowledgement and form no. and login for application print

Applicant Login

Acknowledgement No  
Enter Acknowledgement No

Form Number  
Enter Form Number

Date of Birth  
01 January 1966

**LOGIN**

New Applicants? [Apply Now](#)

Application submitted Successfully

Acknowledgement No. **41543423**  
Form No. **1202212900001**

**Print Acknowledgement**

Tips

- Please note down the Form No. & ACK no. for future Login.
- Do not share your ack & form no to anyone.
- Do not pay fees using mobile browser and slow internet
- Print acknowledgement receipt for future need.
- Logout every time
- Login to check your application status

Enter applicant credential and click on **Login** to upload softcopy of your photo, signature & relevant documents.

Note your Acknowledgement & Form number or download it after click on green button.

## 10. Applicant Login page : Upload relevant documents

Rammohan Deshmukh

Form No: 1202212900001 Acknowledgement Number:41543423 **To print application form, Upload Photo and Signature.**

**Fees**

- BA (Honours)-Education (CCT) **Not granted till now**
- BA (Honours)-Bengali (CCT) **Not granted till now**
- BA (Programme) **Not granted till now**

**Upload Document**

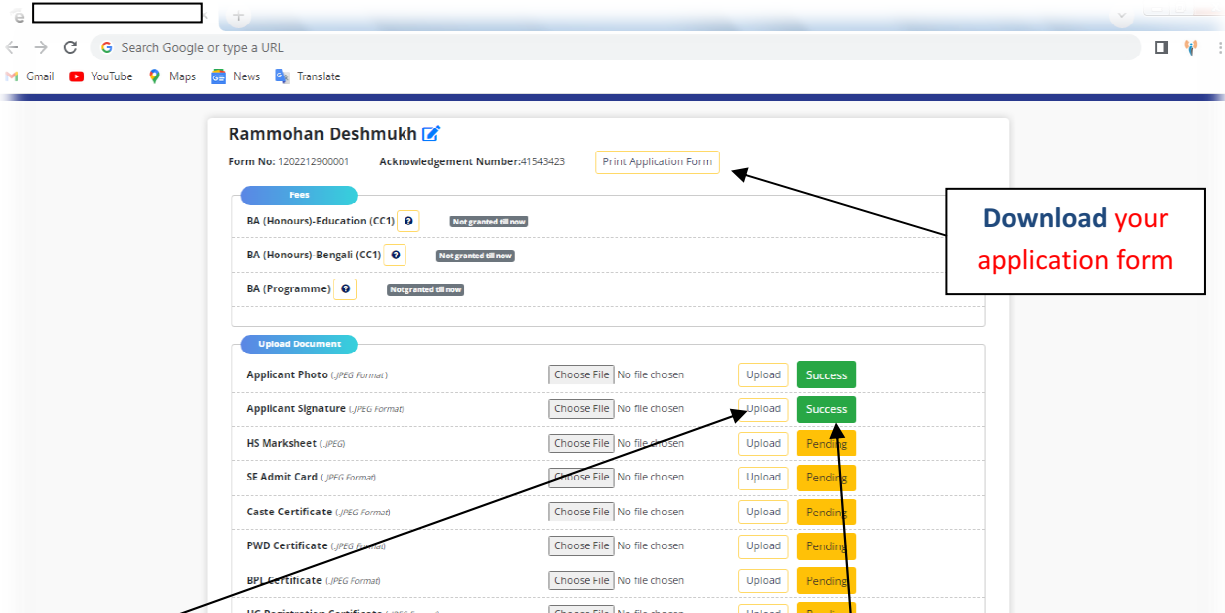
Applicant Photo (JPEG Format)	Choose File No file chosen	Upload	Pending
Applicant Signature (JPEG Format)	Choose File No file chosen	Upload	Pending
HS Marksheet (JPEG)	Choose File No file chosen	Upload	Pending
SE Admit Card (JPEG Format)	Choose File No file chosen	Upload	Pending
Caste Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
PWD Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
DPL Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
UG Registration Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending

Click and see details of preferred subjects with admission fees.

Choose relevant & proper file and click on upload

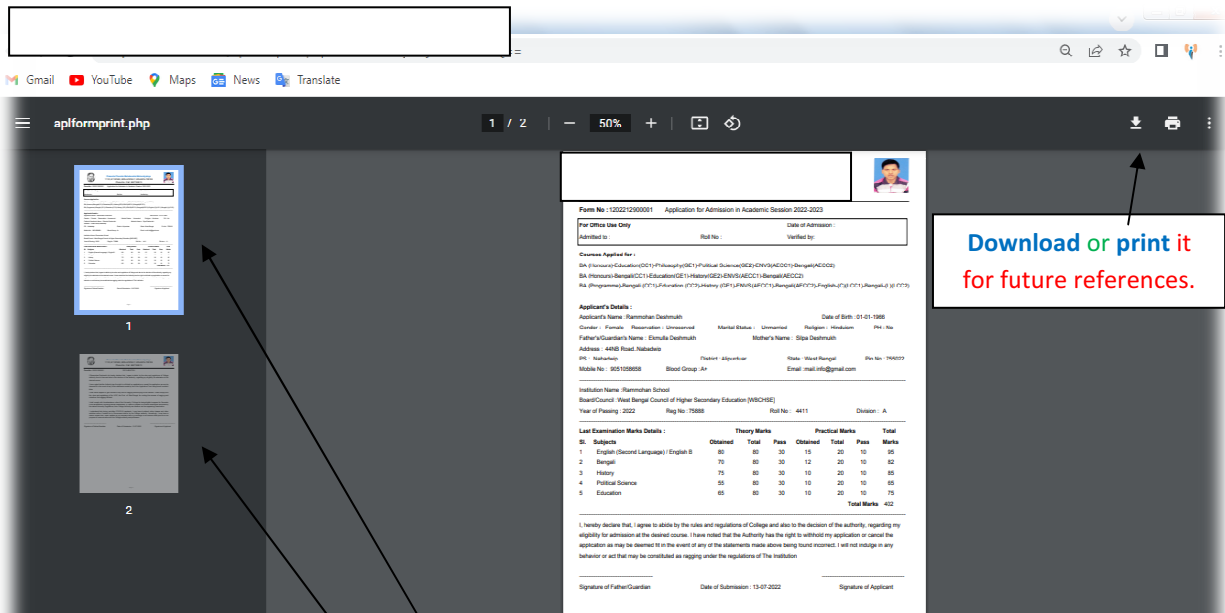
Print Application button automatically appear after uploading relevant documents

## 11. Applicant Login page : After upload documents then check status and download application form



After uploading Photo & Signature (jpeg file) the status will be changed to **Success** and after that open print application option. You can also upload other relevant documents as per your eligible criteria.

## 12. Applicant Login page : Download and Print Application form for future document.



Application form with declaration form Status

This application process is completed by submitting the form and printing the application form. See next phase for admission procedure.

## Phase:2 (Admission Process)

### 13. Check Merit List: (after submit application form then check merit list as per college date schedule)

Select credential (Merit List Phase, Section, Subject & Reservation) and check your merit point

### 14. Check Admission (E-counseling) List: Admission list is the list of knowing the status and getting called for admission. (See phase wise date schedule of admission or e-counseling)

Select the credential (admission stage, category, subject and reservation) and check your name. In this case, after displaying your name from the list you need to keep in mind that the date of admission is valid or not. The name in the list must be admitted by logging into the portal within the specified date. Admission is possible from the list only within valid dates.



**15. Visit Home Page: Visit Login or Pay fees page for admission fees payment and take admission.**

The screenshot shows the 'ONLINE ADMISSION PROCESS' flow: Form Fill Up → Login → Track Status → Upload → Pay Fees → Complete. Below this, there are sections for 'Candidate Utility', 'Latest Notice', and 'Read Carefully'. The 'Candidate Utility' section includes a checklist with 'Login' and 'Pay Fees' highlighted by arrows pointing to a red callout box. The callout box contains the text: 'After receiving your name in the admission list or after receiving the SMS, you have to go to the login or Pay Fees section within the date fixed for admission.'

**16. Visit Home Page: Click on Login or Pay fees button for admission fees payment and take admission.**

The screenshot shows the 'Applicant Login' form. It includes fields for 'Acknowledgement No \*', 'Form Number \*', and 'Date of Birth \*'. A blue 'LOGIN' button is highlighted by an arrow pointing to a red callout box. The callout box contains the text: 'Put Login Credential and go to Payment dashboard.'

## 17. Visit Applicant Dashboard: Pay fees for admission and take admission.

Form No: 1202212900001 Acknowledgement Number: 41543423 Print Application Form

**Fees**

BA (Honours)-Education (CC1) Not granted till now

BA (Honours)-Bengali (CC1) Pay Admission Fees (Rs. 3605) within 13 07 2022

BA (Programme) Not granted till now

**Upload Document**

Document	File	Status	Action
Applicant Photo (JPEG Format)	Choose File No file chosen	Success	Upload
Applicant Signature (JPEG Format)	Choose File No file chosen	Success	Upload
Marksheet (JPG)	Choose File No file chosen	Success	Upload
Admit Card (JPEG Format)	Choose File No file chosen	Pending	Upload
Caste Certificate (JPEG Format)	Choose File No file chosen	Pending	Upload
PWD Certificate (JPEG Format)	Choose File No file chosen	Pending	Upload
Registration Certificate (JPEG Format)	Choose File No file chosen	Pending	Upload

Last 10+2 Marksheet and 10th Admit Card are mandatory documents. Upload Caste, PWD, Migration certificate and UG Registration if applicable. Do not close the dashboard without Logout.

After click here you go to payment gateway page for payment and after payment download and print your admission payment receipt for future reference.

Check **Success & Pending Status** (Upload documents as your eligible criteria before admission)

## 18. Applicant Dashboard: Collect admission payment receipt to complete admission process

Application and admission related forms and receipts can be downloaded from here.

Form No: 1202212900001 Acknowledgement Number: 41543423 Print Application Form

**Fees**

BA (Honours)-Education (CC1) Not granted till now

BA (Honours)-Bengali (CC1) Receipt Print Cancell

BA (Programme) Not granted till now

**Upload Document**

Document	File	Status	Action
Applicant Photo (JPEG Format)	Choose File No file chosen	Success	Upload
Applicant Signature (JPEG Format)	Choose File No file chosen	Success	Upload
HS Marksheet (JPEG)	Choose File No file chosen	Success	Upload
SE Admit Card (JPEG Format)	Choose File No file chosen	Pending	Upload
Caste Certificate (JPEG Format)	Choose File No file chosen	Pending	Upload
PWD Certificate (JPEG Format)	Choose File No file chosen	Pending	Upload

After payment you can also download your payment receipt from here. Follow the application download page (from phase-1) to know how to download.

**Downloaded or printed application form, admission payment slip should be kept in safe custody. These documents are required at the time of verification.**

## Phase:3 (Admission Course Change and Admission Cancel)

19. Applicant Dashboard: If the applicant wants to change the course, or cancel the admission, he / she have to again login and visit this applicant dashboard.

The screenshot shows the applicant dashboard for Ram Mohan Deshmukh. It includes a 'Fees' section with three rows: BA (Honours)-Education (CC1), BA (Honours)-Bengali (CC1), and BA (Programme). The BA (Honours)-Bengali (CC1) row has a 'Cancel' button. Below this is an 'Upload Document' section with fields for Applicant Photo, Applicant Signature, HS Marksheet, SE Admit Card, and Caste Certificate, each with a 'Choose File' button and an 'Upload' button. A 'Print Application Form' button is also present.

**For direct admission cancel (follow steps)**

**For combination/course change**

**(For course change)**  
If the applicant wants to change the course or subject, then first he/she has to make sure that the combination is present. If the student get a call in admission list/e-counselling list in a new course then first cancel the old one to make payment in new course.

**Admission Cancel:** Only for Admission Cancel, applicant should click on cancel button to cancel admission using OTP. Then print cancellation certificate. Follow next ...

20. Applicant Dashboard: For admission cancel and received certificate.

The screenshot shows the applicant dashboard for Ram Mohan Deshmukh. The 'Fees' section now shows 'BA (Honours)-Education (CC1)' with a 'Pay Admission Fees (Rs. 5) within 13-07-2022' button. The 'BA (Honours) Bengali (CC1)' row is now 'Cancelled on 13-07-2022' and has a 'Cancellation Certificate' button. The 'Upload Document' section shows the status of various uploads: Applicant Photo, Applicant Signature, and HS Marksheet are 'Success'; SE Admit Card, Caste Certificate, PWD Certificate, and BPL Certificate are 'Pending'.

**Download your previous cancel Certificate**

**\*\*\* THANKS \*\*\***

**Visit our F.A.Q (Frequently Asked Questions) page or contact the helpline for further assistance.**